

Name _____ Date _____

How-to Article

Ideas	YES	NO
Do I include ideas in logical step-by-step order?		

Organization	YES	NO
Does the article have a clear purpose stated in the introduction?		
Does the article have a complete What You Need list?		
Does the article have detailed, accurate instructions in the body?		
Does the article have a summarizing conclusion?		

Voice	YES	NO
Are many sentences commands?		

Word Choice	YES	NO
Did I use compound words correctly?		

Sentence Fluency	YES	NO
Do I use the four kinds of sentences?		
Are the steps complete sentences?		

Conventions	YES	NO
Do I use correct grammar?		
Do I use correct spelling?		
Do I use correct punctuation and capitalization?		

Presentation	YES	NO
Is my article neat?		
Do I use consistent margins and spacing?		
Are the instructional graphics easy to read?		

Additional Items	YES	NO